



2208 Warwood Avenue
Wheeling, WV 26003
(304) 230-1230
(304) 232-5006 (Fax)
www.techlawinc.com

February 2, 2012

Mr. Fred Foreman, Chief
Technical Services Branch
Office of Analytical Services & Quality Assurance
US EPA Region III
701 Mapes Road
Ft. Meade, Maryland

Reference: Memo-to-File, DAS Case No. R33910, Control No. CT5865

Dear Mr. Foreman:

This Memo-to-File is submitted to address the sample documentation issues noted in the e-mail received from Ms. Cindy White of NAREL on February 1, 2012.

1. Issue regarding sample tags. Moving forward, no tags will be affixed to sample bottles submitted to NAREL. However, the information which is typically contained on the sample tags will be included on each sample bottle labels.
2. For the instances regarding conflicting information on the small and large bottle labels, please default to the information on the small label.
3. For conflicting sample tag numbers on the sample tag and the COC, please use the numbers on the COC.
4. Issue regarding the samples that were not sufficiently preserved is noted and moving forward we will ensure proper preservation is achieved.

Thanks,

Suddha Graves
Site Leader

cc: Fred Foreman, EPA Region 3 OASQA
Stevie Wilding, EPA Region 3 OASQA
Cindy White, Analytical Services Coordinator, USEPA/NAREL
Rich Fetzer, OSC
Rich Rupert, OSC
Gene Nance, TechLaw, Inc.